

Position Available Program Assistant

Michigan Supreme Court
Michigan Judicial Assistant
Salary Range: \$33,032.16 to \$41,927.04



DUTIES: Reports to the Distance Learning Manager and Learning Center Coordinator. Participates in planning, developing, and implementing educational seminars and professional examinations. Provide administrative support to boards and committees as requested, including meeting or hearing arrangements, agenda preparation, testing materials, and meeting minutes. Complete seminar, meeting, or testing program follow-up activities, including review of vouchers, compilation and distribution of evaluations or test results, and related record keeping or correspondence. Coordinate meetings, training sessions, and examinations. Maintain a working knowledge of audio visual and distance learning equipment. Prepare and coordinate distribution of training materials. Assist participants and faculty with all program related needs including notice, directions, lodging, special accommodations and related matters. Attend board/committee meetings or training sessions to assist participants and presenters with program related needs including notice, directions, lodging, and special accommodations. Review, log, and refer complaint letters and phone calls to appropriate staff or board members. Maintain computer and manual records, databases, activity reports, and statistics as required. Provide assistance in periodic updating of manuals and policy guides.

LOCATION: Michigan Hall of Justice, Lansing, MI.

EDUCATION: The job requires knowledge of a specialized nature, normally acquired through a general high school education and from specialized training such as that acquired in the first year of college, technical or business school in word processing, writing skills, office management, and related areas.

SKILLS: Two to three years of experience providing knowledge of word processing, desktop publishing, presentation, database and spreadsheet applications.

E-mail preferred to ruiz-helmicp@courts.mi.gov, or mail cover letter and resume by June 16, 2006 to:

Human Resources
Michigan Supreme Court
P.O. Box 30052
Lansing, MI 48909

AN EQUAL OPPORTUNITY EMPLOYER